

Learning Support Services — Testing Center

Re-testing, Make-up testing, Special-needs testing, and Online course testing
for Haywood Community College students

Please complete and/or check all requested information that applies to your test.

Test Information

Instructor _____

Course _____

Student _____

or

online course/section _____

Number of students in online section _____

Dates _____ and _____
Beginning availability Ending availability

Untimed _____
Check here if untimed

Time Limit _____ minutes

Test Name _____

Please indicate the name of your test (e.g. by chapter)

Computer Test password _____

Test Instructions

Unless indicated below by the instructor, the proctor assumes the student will only use the following:

- The test provided, along with a pen or pencil or
- the computer provided for online tests
- scratch paper provided by the LSS.

Calculator allowed **BASIC** _____
GRAPHING _____
(must explain in other instructions) **OTHER** _____

Book allowed _____

Notes allowed _____

Computer _____

WORD _____

MOODLE _____

MYMATHLAB _____

EXCEL _____

ACCESS _____

Other Internet use allowed _____

Restroom Break allowed _____

Reader (Snap-n-Read—Read Out Loud) _____

Private Testing Setting _____

Other Instructions/Accommodations:

Instructors must provide this form for each test. Forms may be submitted electronically via Google (contact LSS staff for instructions at 627-4696).

**Test proctoring requests that do not follow LSS procedure will not be accepted.